

COMMUNITY PARTNERSHIPS MANAGER

BASIC FUNCTION

The Community Partnerships Manager is directly in charge of fundraising and managing relationships for SIFF's Community Partners Program for SIFF Festival, SIFF Mini-Festivals (Cinema Italian Style, French Cinema Now, KINOfest, Noir City), and SIFF Cinema Year-Round Programming. Duties include research of new accounts, cultivation of new and existing accounts, and year round stewardship and relationship management.

This individual will work closely with schools, universities, government institutions, cultural institutions, hotels, local businesses, etc. This position also contains accounts that move outside the Community Partners Program giving level, and is responsible for assisting the Development team on select accounts and fundraising activities and events.

REPORTING RELATIONSHIP

Director of Partnerships

PRIMARY DUTIES & RESPONSIBILITIES

1. Increase funds raised through local sources by end of year one by maintaining existing Community Partner accounts, generating new Community Partner relationships, and signing large profitable contracts with Seattle businesses with whom we do not have existing relationships.
 - a. Grow local fundraising efforts by end of year one. Estimate 5%.
 - b. Increase number of Community Partner sponsors.
 - c. Increase funds raised from existing Community Partners. Estimate 5%
 - d. Increase number of large Seattle-based business sponsors. New account activation.
2. Increase in-kind support from Seattle businesses, cultural associations, consulates, and special interest groups.
3. Work closely with SIFF Programming Team to appropriately align sponsors' interests and/or causes with films and programs at SIFF.
4. To monitor, organize, and ensure sponsor fulfillment benefits before and during the Festival, and to recap the sponsorship following the Festival.
5. Be a positive face for SIFF through all relationships by effectively communicating the mission of the organization and exhibiting charisma, capability, and follow through.
6. Create and maintain organized, up-to-date spreadsheets of current accounts and prospects with relevant relationship details (marketing goals, areas of focus, etc.), revenue goals for each, and actual budget.
 - a. Maintain sponsor account details in database.
7. Monitor sponsorship benefits promised and take lead role orchestrating fulfillment tracking and recap with Partnerships Coordinator and Development Intern.

8. Participate in a meaningful, positive way in group discussions both within the Development department and office-wide.
 - a. Promptly respond to meeting requests and attend meetings.

Experience/General Qualifications

- Bachelor's degree and/or an equivalent combination of education and experience
- Demonstrated success in a sales, fundraising or community engagement role.
- Have strong interpersonal, relationship-building and relationship management skills
- Have excellent written and verbal communication skills
- Be self-motivated and able to work effectively both independently and with a team
- Have superior organizational skills and the ability to prioritize, problem solve, and multitask
- Exhibit a keen attention to detail
- Demonstrate an ability to work with diverse, creative or at times challenging personalities
- Be able to set and keep to internal deadlines
- Have drive and passion for community and sponsor development
- Be a creative thinker and contributor
- Have strong self-confidence but also be a team player
- Be an asset to the workplace by maintaining high productivity and exhibiting a positive and energetic attitude.
- Have a passion for SIFF's mission

Preferred Skills:

- Familiarity with working proficiency with PowerPoint, Word, and Excel.
- FileMaker database familiarity.

COMPENSATION:

Salary \$50K, benefits (Health, Vision, Dental) and a generous vacation package.

Interested candidates should submit a resume and cover letter to:

Nancy Kennedy
Director of Partnerships
305 Harrison Street
Seattle, WA 98109

nancy@siff.net

NO phone calls please.